

## Archaeology Research Assistant Internship

*Historic Preservation - Archaeology*

**Compensation:** \$2,000.00

**Application deadline:** November 26, 2023

The Mississippi Department of Archives & History welcomes an intern to join the archaeology section of the Historic Preservation division as an *Archaeology Research Assistant*. This intern will assist staff in systematic archeological inventory by providing research services support to the operations of the archaeology section. This support includes maintaining the state site files, including but not limited to data entry and GIS plotting.

### **Primary Responsibilities:**

- Data entry.
- GIS plotting.
- Critically review and edit archaeological survey reports submitted by CRM firms and state/federal agencies.
- Present a summary of your internship at the end of the semester.

### **Requirements:**

- Knowledge of ArcGIS Pro is preferred.
- Strong research capabilities, organizational skills, and attention to detail.
- Excellent written communication skills; Technical writing skills preferred.
- Good computer skills and proficiency in Microsoft Office Suite.
- Compliance with confidentiality obligations.
- Background in archaeology, library science, museum studies, or curation is strongly preferred.

### **Time Commitment:**

360 hours available. 140 hours required. Hours are flexible, Mondays through Fridays, between 8:00 a.m. and 4:00 p.m. The schedule will be determined based on availability and agreements between the intern and MDAH staff.

### **How to Apply:**

- Please submit an online application through the [MDAH website](#) by November 26, 2023.
- Email a resume, cover letter, and any additional documentation to [mdahinternships@mdah.ms.gov](mailto:mdahinternships@mdah.ms.gov).
  - *Note:* Your application is incomplete without these additional documents.

For more information, please contact the Volunteer and Internships Coordinator, Erin Blackledge, at (601) 576-6985 or [eblackledge@mdah.ms.gov](mailto:eblackledge@mdah.ms.gov).